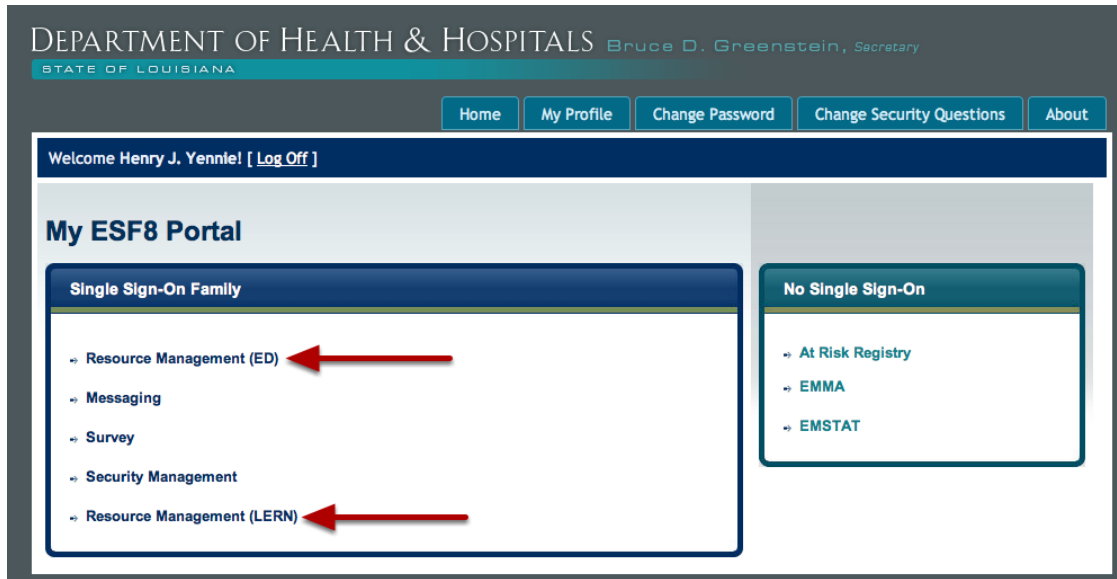


Completing a Bed Poll - 2013

This is a brief guide on how to complete a Bed Poll using the Resource Management application or the Mstat application in the ESF 8 Portal. We will show how to do a bed poll first, and then we will demonstrate how different types of hospitals access their pages.

Method 1: Using Resource Management



After logging in to the ESF 8 Portal, click on either Resource Management ED or Resource Management LERN. Both will allow you to get to the Bed Poll function

Locating the Bed Poll Function

RESOURCE MANAGEMENT

Notifications: (Click on Notification Box to View Messages)

Surveys Alerts User Links Contact Us Help Log Out
Welcome! Logged in as: Edward Jordan

ESF8 LERN ADMIN **BED POLL** REPORTS

Region 9
State Wide

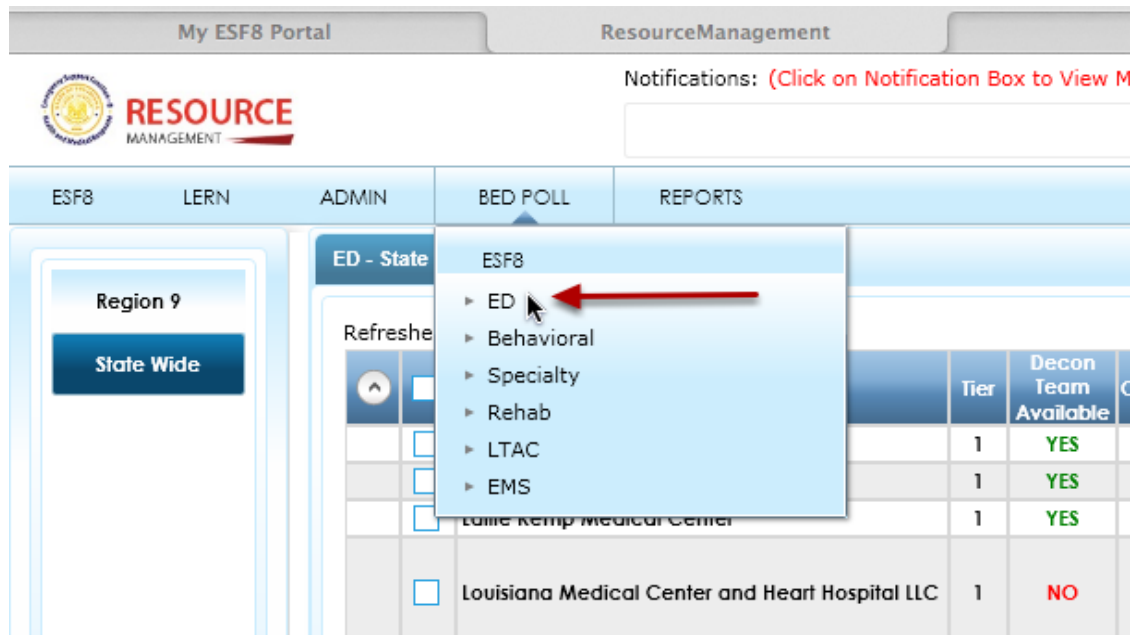
ED - State Wide

Refreshed On: 3/31/12 10:30:43 AM -05:00

	Region 9	Tier	Decon Team Available	Ops Status	ED Status	ED Wait Time	M/S Holds	Tele Holds	ICU Holds	Psych Holds	Additional Hospital Holds	Comments
<input type="checkbox"/>	Hood Memorial Hospital	1	YES	OPEN	OPEN	GREEN	0	0	0	1	0	
<input type="checkbox"/>	Lakeview Regional Medical Center	1	YES	OPEN	OPEN	GREEN	0	0	0	2	0	no neurosurgery
<input type="checkbox"/>	Lallie Kemp Medical Center	1	YES	OPEN	OPEN	GREEN	0	0	0	1	0	
<input type="checkbox"/>	Louisiana Medical Center and Heart Hospital LLC	1	NO	OPEN	OPEN	GREEN	0	0	0	0	0	NO PEDS, NO OBGYN, NO PSYC, NO NEUROSURGERY, NO OPHTHO, NO ENT, NO GENERAL SURGERY no gastro, no spinal surg, no urology, no vascular
<input type="checkbox"/>	North Oaks Medical Center	1	YES	OPEN	OPEN	GREEN	0	0	0	1	0	3/31/12 0530 remain on OB Diversion
<input type="checkbox"/>	Ochsner Medical Center - Northshore	1	YES	OPEN	OPEN	GREEN	0	0	0	4	0	
<input type="checkbox"/>	Riverside Medical Center	1	YES	OPEN	OPEN	GREEN	0	0	0	0	0	
<input type="checkbox"/>	Slidell Memorial Hospital	1	YES	OPEN	OPEN	GREEN	0	0	0	0	0	NO ENT, NO OPHTHALMOLOGY, NO ORAL SURGERY, NO ORTHOPEDICS
<input type="checkbox"/>	St. Helena Parish Hospital	1	YES	OPEN	OPEN	GREEN	0	0	0	0	0	
<input type="checkbox"/>	St. Tammany Parish Hospital	1	YES	OPEN	OPEN	GREEN	0	0	0	1	0	No ENT/plastic coverage
<input type="checkbox"/>	Washington St. Tammany Reg. Med Ctr	1	YES	OPEN	OPEN	GREEN	0	0	0	1	0	

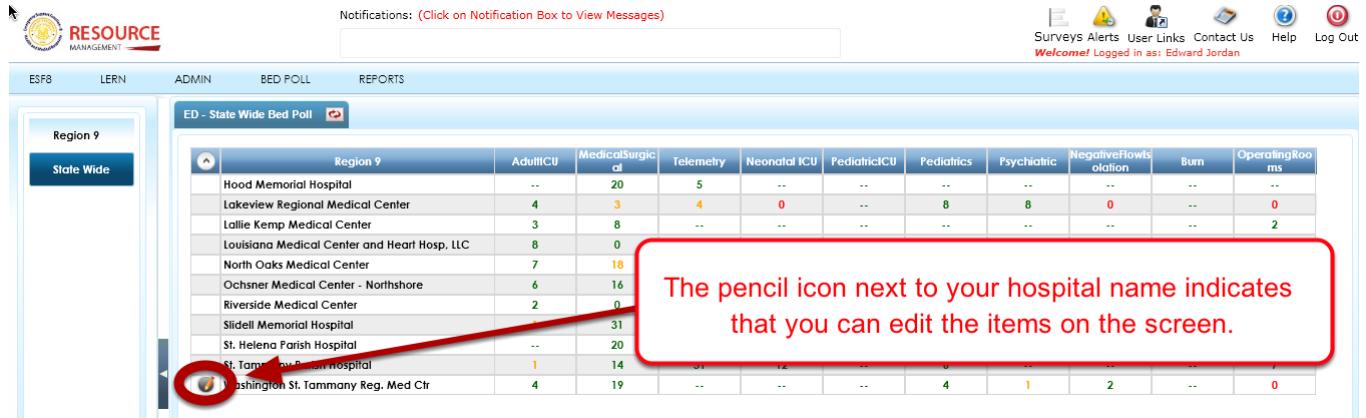
The main screen of the Resource Management will show the Bed Poll function in the top menu bar.

Opening the Bed Poll



Hover your mouse over the Bed Poll table to reveal the categories. Choose the category for your hospital and click. In this case, the hospital is in the ED category.

The Bed Poll Screen



You should see a pencil icon next to your hospital name if you have Update permissions. Every hospital has at least one user with Update permissions. If you need to modify your permissions to allow updating, contact your facility's Point of Contact. You can also contact your DRC for assistance.

The Main View

ED - State Wide Bed Poll Washington St. Tammany Reg. Med Ctr

1. Enter your staffed capacity

2. Enter your census

3. Click Save when finished

ICU: Adult Capacity: 8 Census: 4

Med/Surg: Adult Capacity: 40 Census: 21

Pediatrics

Med/Surg: Pediatric Capacity: 4 Census: 0

Obstetric/Delivery Capacity: 8 Census: 0

Nursery/Bassinet Capacity: 8 Census: 0

Psychiatric

Mental Health: Adult Combined Capacity: 18 Census: 17

NegativeFlowIsolation

Negative Pressure Isolation Capacity: 2 Census: 2

OperatingRooms

Operating Rooms Capacity: 3 Census: 3

Save Cancel

This screen results from clicking the pencil icon next to your hospital name. This opens up the entire bed poll for editing. There are several important things to remember:

- Your bed types are driven by your choices in the EMSTAT application. If you need to add or delete bed types shown in the Bed Poll, log in to EMSTAT and go to Bed Types. Make your changes there, and they will be reflected in the Bed Poll view in Resource Management.
- You enter only staffed capacity and census. The application will calculate available beds. These are steps 1 and 2.
- You can enter data in one or all of the cells. This is entirely dependent on whether your current bed availability is different from the Bed Poll data view.
- Once you have completed editing your data, click Save to return to the main Bed Poll view. This is step 3.

Returning to the Main Bed Poll View

Region 9	AdultICU	MedicalSurg	Telemetry	Neonatal ICU	PediatricICU	Pediatrics	Psychiatric	NegativeFlowIsolation	Burn	OperatingRooms
Hood Memorial Hospital	--	20	5	--	--	--	--	--	--	--
Lakeview Regional Medical Center	4	3	4	0	--	8	8	0	--	0
Lallie Kemp Medical Center	3	8	--	--	--	--	--	--	--	2
Louisiana Medical Center and Heart Hosp. LLC	8	0	14	--	--	--	--	4	--	4
North Oaks Medical Center	7	18	3	6	--	3	--	1	--	8
Ochsner Medical Center - Northshore	6	16	12	4	5	7	--	6	--	7
Riverside Medical Center	2	0	12	--	--	0	--	--	--	0
Slidell Memorial Hospital	1	31	18	8	--	2	--	0	--	6
St. Helena Parish Hospital	--	20	--	--	--	--	--	--	--	--
St. Tammany Parish Hospital	1	14	31	12	--	6	--	--	--	7
Washington St. Tammany Reg. Med Ctr	4	19	--	--	--	4	1	2	--	0

Once you click Save, you are returned to the main Bed Poll view.

Editing Only One Bed Type

The screenshot shows a form titled "Pediatrics" with a table for editing bed types. The table has two columns: "Capacity" and "Census". There are three rows of bed types: "Med/Surg: Pediatric", "Obstetric/Delivery", and "Nursery/Bassinet". Each row has input fields for Capacity and Census, all currently showing 0. Below the table are "Save" and "Cancel" buttons.

	Capacity	Census
Med/Surg: Pediatric	4	0
Obstetric/Delivery	8	0
Nursery/Bassinet	8	0

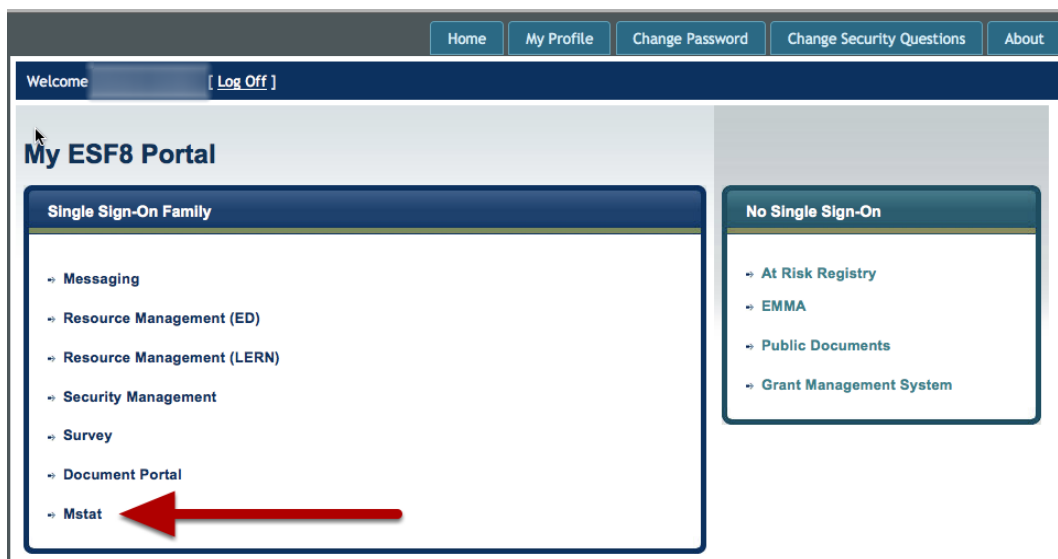
You can edit the data for one bed type without clicking the pencil icon. This is done by double-clicking in the cell of the bed type you want to change. This opens up just that bed type for editing. The steps are the same:

- Enter your staffed capacity, and/or
- Enter your census,
- Click Save.

Remember that the bed types that are displayed are those that you chose in Mstat. The main Bed Poll view only shows a summary according to the bed types agreed upon by hospitals in the State.

That's all there is to it!

Method 2: Using Mstat to Complete a Bed Poll



After logging in to the ESF 8 Portal, click on Mstat to get to the Census function. "Census" and "Bed Poll" mean the same reporting data. Census is used in Mstat (as it is used by other facility types), and Bed Poll is used in Resource Management.

Locating the Census Function

Facility Type: Hospital Region: Region 9 Facility Name: Washington St. Tammany Reg. Med Ctr Go

Selected Facility

Click on "Change" to enter your census information

Use this to select or change bed types

Operating Status: Normal Operations

Last Update at 10/4/2013 at 1:43:26 PM

Quick links

Bedtype Mapping Last Update at 7/23/2013 at 4:24:46 PM Manage

Manage Generators Last Update at 8/7/2013 at 10:21:07 PM Manage

Utility Providers Last Update at 6/16/2013 at 11:36:22 AM Manage

Census Last Update at 11/18/2013 at 6:33:37 AM No Change Change

Utility Status Last Update at 10/4/2013 at 1:43:36 PM No Change Change

If you need to manage your bed types, click the "Manage" button in the "Bed Type Mapping" section. If your bed types are correct, you can access the Census reporting function by clicking on the "Change" button in the "Census" section.

The Census View in Mstat

There is no current active event. Please continue normal reporting requirements

Facility Type: Hospital Region: Region 9 Facility Name: Washington St. Tammany Reg. Med Ctr

Census Last Update at 11/18/2013 at 6:33:37 AM History Help No Changes Save Changes Back

AdultICU

Capacity	Census	Available
ICU: Adult 6	6	0

MedicalSurgical

Capacity	Census	Available
Med/Surg: Adult 26	26	6
Emergency Department 8	8	0

Pediatrics

Capacity	Census	Available
Med/Surg: Pediatric 4	1	3
Obstetric/Delivery 8	0	8
Nursery/Bassinet 8	0	8

OperatingRooms

Capacity	Census
Operating Rooms 2	2

NegativeFlowIsolation

Capacity	Census	Available
Negative Pressure Isolation 3	0	3

Enter new value

Current value

The Mstat display is much the same as the display in Resource Management. One difference is that beside each bed type, the current saved value is in red. This provides a reference for you if you make a mistake in entering the data. You can always see what the last saved value is. Also, you don't have the option of displaying just one bed type as in Resource Management. When you click the "Change" button on the prior page, it opens up all bed types. You can change only one,

but you will see all of them.

Other than that, the only difference is that once you have finished updating your bed poll, you click the "Save Changes" button at the top right.

Conclusion

That's all there is to it! Once you save your changes, the updated data is reflected in both applications. Again, if you need assistance, you have several options:

1. Email esf8help@la.gov and describe your problem, including the account information you are using to access the Portal
2. Call LERN at 1-866-320-8293
3. Contact your Regional DRC
4. Email Henry Yennie at henry.yennie@la.gov

Thanks for your participation!